

Inquiry Regarding Errors in Academic Record

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about some discrepancies I have noticed in my academic record. My name is [Your Name], and I am a student at [Your Institution] with student ID [Your Student ID].

Upon reviewing my transcript, I found that [briefly describe the errors, e.g., "my grades for the Spring 2023 semester do not match what I received"]. I believe there may have been an error in recording these grades, and I would appreciate your assistance in clarifying this matter.

Please let me know the process for addressing these discrepancies. If necessary, I would be happy to provide any documentation or additional information that may help resolve this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]